

CONFIDENTIAL

15 JAN 1968

25X1A MEMORANDUM FOR:

SUBJECT : Reporting of all Overages and/or Shortages in
EAA Accounting

1. Pursuant to our conversation this morning, I restate the policy that all overages and/or shortages in EAA financial activities must be reported in writing to the Deputy Chief or Chief, BSD on the day on which they are discovered.
2. All efforts should be made to ascertain the cause of the overage or shortage so that the memo mentioned above can be as informative as possible.
3. On no occasion shall any employee of EAA expend his own money to replace subject shortages.
4. Please circulate this memorandum to all permanent employees of EAA and return a copy with their initials in acknowledgement of its contents.

Deputy Chief, Benefits and Services Division

25X1A Acknowledgement:

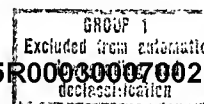
Distribution:

O & 1 - Addressee

1 - Return to DC/BSD

1 - DC/BSB

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